

Ping, Post, or Pop In? Syncing Communication Across Teams



Understanding generational communication styles offers important context for multigenerational teams. However, it's even more important to develop personal relationships to learn how each individual works best. Sync your team's communication with this handy chart to learn each person's preferred communication methods.

Communication methods to consider:

- ♦ Email
- ♦ Online messaging
- ♦ Video calls
- ♦ Text messages
- ♦ Phone calls
- ♦ In-person

Team Member Name

First Preferred Communication Method

Second Preferred Communication Method

Third Preferred Communication Method

Team Member Name

First Preferred Communication Method

Second Preferred Communication Method

Third Preferred Communication Method

Team Member Name

First Preferred Communication Method

Second Preferred Communication Method

Third Preferred Communication Method

Team Member Name

First Preferred Communication Method

Second Preferred Communication Method

Third Preferred Communication Method

Communication methods to consider:

- ♦ Model flexibility—When possible, use one of the preferred communication styles of the person you're communicating with.
- ♦ Be empathetic—Everyone's preferences vary and that's okay.
- ♦ Focus on connection—Communicate effectively to foster trust and collaboration, and make time for real conversation and personal updates if desired.

Learn more about communication in the multigenerational workforce at **ExpressPros.com/Generations.**

